

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4312
GRADE: S-28

TITLE: ASSISTANT COMMONWEALTH ATTORNEY II

DEFINITION:

Under supervision, to perform responsible legal work in counseling agencies of the County or in enforcing laws and prosecuting criminals; and to do related work as required.

TYPICAL TASKS:

Prepares and tries criminal and civil cases;
Advises County and State law enforcement officials regarding the investigation of law violations;
Consults with department heads and others in a wide variety of County problems having legal implications;
Conducts legal research and prepares briefs, ordinances and opinions;
Advises individuals regarding a wide variety of problems pertaining to criminal and civil law related to County activities;
Prepares necessary reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of law and their application;
Knowledge of trial procedure and the rules of evidence;
Knowledge of legal research methods;
Ability to present statements of fact, law and argument clearly and logically;
Ability to maintain effective working relationships with others;
Ability to interview and to obtain information through interrogation.

EMPLOYMENT STANDARDS:

Graduation from an accredited law school and one year of experience as a practicing attorney.

Possession of a license to practice law in Virginia and admitted to practice before local courts.